



Thursday, June 6, 2013
9:40 a.m. – 12:00 noon
Keelikolani Conference Rooms 310-314
830 Punchbowl Street, Honolulu, Hawaii

MINUTES

Member Attendees: Vicki Gaynor, Kaeo Bradford (for Mayor Bernard Carvalho), Wayne Higaki, Carl Hinson, William Kunstman (for Michael Ing); Marilyn Matsunaga (for James Tollefson), Connie Mitchell, Scott Nakasone (for Patricia McManaman), Roland Prieto (for Mayor Alan Arakawa), Peter Quigley (for MRC Greenwood), Dwight Takamine, Wayne Thom (for Richard Lim), Sunshine Topping, Marian Tsuji, Leslie Wilkins.

Guest Attendees: Billie Takaki Lueder and Erika Lacro, Honolulu Community College; Phyllis Dayao, Department of Labor and Industrial Relations (DLIR) Research; Scott Murakami, University of Hawaii Community College; John Higgins, Office of Housing and Community Development, Charmaine Shigemura, for Mayor William Kenoi.

WDD/WDC Staff: Elaine Young, Carol Kanayama, Cynthia Nakamura, Linda Sakamoto, Joyce Suganuma.

AGENDA

Call to Order.....Marian Tsuji, Chair

1. **Introduction of New Members:** Sunshine Topping, Director of Recruitment for Hawaiian Airlines and Connie Mitchell, Executive Director for the Institute for Human Services were sworn in by Elaine Young, Acting Executive Director for the Workforce Development Council (WDC).
2. **Approval of Agenda:** The initial attempt to approve the agenda and minutes for the previous two meetings was delayed until quorum was established. Quorum was achieved by having William Kunstman and Marilyn Matsunaga substitute for Michael Ing and James Tollefson respectively.
3. **Approval of Minutes:** September 10, 2012 and February 14, 2013 quarterly meeting minutes-APPROVED

Review of Reports.....Marian Tsuji

1. Review of Reports
 - a. Local Workforce Investment Board Reports
 - i. Kauai (Ka'eo Bradford)

- The Workforce Development Division (WDD), Kauai Branch is conducting more aggressive outreach in the community for the Adult, Dislocated Worker and Veterans Programs.
 - Big improvements in the Youth Program were attributed to better coordination with the Service Provider who moved into the One-Stop Center.
 - Recently compiled Operational Procedures have been a big help for new partners.
- ii. Hawaii (John Higgins)
- Fewer will be served in PY 13 as reflected in the Annual Plan.
 - April 2013 - unemployment rate dropped to 6.6% from a high of 11%.
 - The WDD, Hilo Office were scheduled to lay-off six staff, three of whom were Workforce Investment Act (WIA) staff, due to funding shortages.
 - *Resource Match*, an online screening tool from the Mission District of San Francisco, California, is being tested by 116 members on the Big Island. The system links customers to government and community-based employment, training and support services. Privacy and security issues are being worked out. The County government will sponsor this system after the trial period.
 - DLIR Director, Dwight Takamine interjected: Kulani Prison will be reopened to accommodate prisoners being returned from the mainland.
 - Wayne Higaki said they are grappling with the question of how to interest youth in healthcare jobs.
 - Kau is underserved but not Kamuela-Waimea.
- iii. Maui (Roland Prieto)
- Primary focus for the past quarter was on the Four Year Local Plan and Annual Plan.
 - The Youth Council met four times since the beginning of the year.
- iv. Oahu (Marilyn Matsunaga)
- The primary focus for the past quarter was also on the Four Year Local Plan and the Annual Plan.
 - Oahu WorkLinks staff are helping veterans acquire hospitality jobs.
 - Three staff attended the National Alliance of Workforce Boards (NAWB) where they learned of techniques used to build a hotel-like facility in a rough part of Pittsburg without being hit by vandalism.
- b. Workforce Development Division Report (Elaine Young, as Administrator)/ Workforce Development Council (WDC) Report (Elaine Young, as Acting Executive Director)
- The Volunteer Internship Program (VIP) matches unemployment insurance claimant volunteers with employers who agree to train them for 5 to 6 weeks. If the employer is satisfied with the intern's progress, a paid, on-the-job training contract may follow, committing the government and employer to sharing training expense. Upon

successful completion of the contract, the trainee is hired by the employer.

- WDC staff are attempting to make up for the loss of two employees. As grants end, there may be more layoffs.
 - Equipment replacements and upgrades are being made throughout WDD.
 - Dwight Takamine noted that administrative funding at the state-level was reduced drastically from \$1.2 million to \$357,000. All Mayors have been contacted to discuss this situation. As a stop-gap measure, the legislature has permitted access to special funds from the Employment Training Fund for one year only. Restructuring is ongoing.
 - Connie Mitchell asked if the State can accept funds from private foundations.
 - Wayne Higaki explained that the Hawaii Island Workforce and Economic Development Ohana, Inc. (HIWEDO) is a non-profit established on the Big Island to solicit and accept private funds to supplement their One-Stop system.
- c. Research & Statistics Labor Market Information Report (Phyllis Dayao, Chief)
- The predictive model report is being finalized. Feedback on the variables for the agriculture, energy and healthcare industries was requested from the C3T Policy Planning Work Groups.
 - The Hawaii Workforce Infonet (HIWI) has been upgraded.
 - 2013 1st Edition of InfoGroup Employer Database is maintained and updated as a deliverable for the Workforce Information grant.
 - Status report for the Workforce Data Quality Initiative (WDQI), Workforce Longitudinal Data System (WorLDS): MOUs and specifications for the hardware and software have been developed.

These reports are posted on the WDC website.

Discussion and Action items.....Marian Tsuji

1. Discussion: Labor market needs.

- a. Peter Quigley recommended that WDC members read *The Coming Jobs War* which says that workers must be prepared to become entrepreneurs who create jobs out of their skills sets.
- b. Marion Tsuji asked whether there are statistics on how many program participants are hired and retained (that data is in Quarterly and Annual Reports).
- c. John Higgins said that 17 job offers were made by 20 employers at their Veterans Job Fair.
- d. Leslie Wilkens noted that the Maui Economic Development Board maintains such statistics.
- e. Dwight Takamine remarked that Oahu has three big Job Fairs each year and the Neighbor Islands have one general fair annually augmented by targeted Job Fairs for specific customer groups.

- f. A survey is needed to determine which employers pay more than just a living wage and what skills are worth paying for.

2. Discussion: Hiring Veterans.

- a. Sunshine Topping commented that someone needs to assist veterans with condensing resumes which follow a military format. Reading 15 pages is burdensome.
- b. Dwight Takamine responded that WDD staff and the Veterans' Employment & Training Service (Ann Greenlee) need to work with employers on this.
- c. Sunshine Topping concluded that if all things are equal, the veteran will be hired.

3. Discussion: Four Year Local Plans.

- a. Vicki Gaynor thanked Neighbor Island County staff for participating in a lengthy call involving review of their Four Year Local Plans. Although the Planning and Performance committee did not achieve quorum, contributions from the local staff allowed members to feel comfortable in recommending conditional approval of these plans to the full council.
- b. Votes were taken to conditionally approve the four local plans:
 - Maui Local Plan was **CONDITIONALLY APPROVED** with Roland Prieto and Leslie Wilkins abstaining.
 - Kauai Local Plan was **CONDITIONALLY APPROVED** with Steve Luptkus and Ka'eo Bradford abstaining
 - Hawaii (Big Island) Local Plan was **CONDITIONALLY APPROVED** with Wayne Higaki abstaining
 - Oahu Local Plan was **CONDITIONALLY APPROVED** with Marilyn Matsunaga (substitute for James Tollefson) abstaining.
- c. Leslie Wilkins stated that the Maui County Workforce Investment Board (MCWIB) met twice to review their plan. Because the plan is a "living document," the MCWIB will examine it every six months. Water sustainable assets are a huge issue. The possibility of jobs with the largest film studio in Hawaii should be pursued. Results of collaborating with University of Hawaii, Maui College on their C3T grant needs to be examined.

4. Discussion: Workforce Information Grant.

- a. Motion: Approval of the final draft of the annual Workforce Information Grant.
Motion made by Carl Hinson, seconded. All in favor, no opposed.
MOTION APPROVED

5. Discussion: Status of C3T.

- a. C3T Round 1 (\$24.6 million): Erika Lacro reported that the short-term focus is on creating non-credit curriculum for the agriculture, energy and healthcare industries and credit courses in the long-term. A major marketing initiative has been launched.
- b. Students lack basic skills in reading and math so Inside Track has been hired to coach them individually.
- c. C3T Round 1, Supplemental (\$2 million): Leeward Community College will focus on teacher training and responding to specific workforce needs.
- d. C3T Round 2 (\$14 million): The University of Hawaii Maui College expands the project into more job sectors including the hospitality and cyber security industries.
- e. The biggest challenge is having the usually independent colleges work together on this project.
- f. Scott Murakami said that C3T is focused on helping Trade Adjustment Assistance workers. He will be meeting with the United States Department of Labor to ask for latitude to include other groups.

11:50 a.m. **Announcements**Marian Tsuji

- a. Dwight Takamine commented that personal calls to statutorily required members from the State legislature are needed so that the WDC can achieve quorum.
- b. Phyllis Dayao announced that invitations will be emailed for the Data Summit that will be held on October 11, 2013 at the Hawaii Convention Center.

12 Noon **Adjournment**

Contact Ms. Joyce Suganuma of the WDD at 586-8817 at least 24 hours before the meeting should you require special accommodations for a disability.